

## SNACK BAR SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>
0516(0563)	Snack Bar Attendant	10	381	6 mo.	05/18/92
3506(3596)	Snack Bar Supervisor	10	381	6 mo.	05/18/92

### *Promotional Line: 18*

#### Series Narrative

Employees in this series prepare and serve fast-foods and beverages and/or supervise such activities in a snack bar/sundry operation

#### DESCRIPTIONS OF LEVELS OF WORK

##### **Level I: Snack Bar Attendant** **0516(0563)**

Employees at this level prepare and serve beverages and fast-food items and perform other miscellaneous duties in a snack bar/sundry operation. They work under general supervision from a designated supervisor.

A Snack Bar Attendant typically –

1. prepares and serves light lunches, soft drinks, and ice cream dishes
2. supervises and trains student assistants and/or other assigned personnel as required
3. requisitions through a supervisor and maintains adequate supplies
4. rotates sundry products on display shelves, maintaining proper stocking
5. obtains and makes change for customer purchases
6. keeps simple records
7. supervises and assists in cleaning and maintenance of equipment and work area
8. performs other related duties as assigned

##### **Level II: Snack Bar Supervisor** **3506(3596)**

Employees at this level supervise and participate in the work of a group of employees engaged in a snack bar/sundry operation. They work under general supervision from a designated supervisor.

A Snack Bar Supervisor typically –

1. plans and coordinates work schedules for employees

2. trains and supervises employees on assigned shift, including reviewing and signing time cards and hiring supplemental student employees
3. requisitions supplies from vendors and storerooms
4. maintains proper food preparation and sanitary standards
5. receives and checks cash and maintains cash reserves for assigned shift
6. establishes and maintains simple account records
7. makes cash deposits
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Snack Bar Attendant**

**0516(0563)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

None

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to make accurate and rapid calculations in the transfer of products and cash
2. ability to maintain simple account records and forms

**Level II: Snack Bar Supervisor**

**3506(3596)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of experience in fast-food procedures (such as gained as a snack bar attendant)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability
2. ability to maintain simple account records and forms
3. ability to make accurate and rapid calculations in the transfer of products and cash

Snack Bar Attendant .....	Edited
Snack Bar Supervisor .....	Edited